

**STATE OF CALIFORNIA
ENVIRONMENTAL PROTECTION AGENCY**

**California Tire Recycling Management Fund
Fiscal Year 1999/2000 Grants**

**LOCAL GOVERNMENT WASTE TIRE
PUBLIC EDUCATION & AMNESTY GRANTS**

**PROGRAM INFORMATION
and
APPLICATION INSTRUCTIONS**

Available to California:

**CITIES, COUNTIES, SPECIAL DISTRICTS
JOINT POWER AGENCIES
AND
POLITICAL SUBDIVISIONS**

California Integrated Waste Management Board
Special Waste Division
8800 Cal Center Drive, MS - 28
Sacramento, CA 95826

Tire Recycling Hotline: (916) 255-2577

October 1999

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TIRE RECYCLING GRANT PROGRAM
Checklist for Submittal of 1999/2000 Local Government Waste Tire Public
Education & Amnesty Grant Application

A complete grant application must include the following information in the listed order:

- ☐ Application printed double sided on 8½" x 11" recycled paper; all pages numbered consecutively; and an original and 3 copies of entire application package
- ☐ Table of Contents
- ☐ Grant Application Cover Sheet (CIWMB 211) Exhibit A, page 13
- ☐ Project DescriptionSection III, pages 4-7
- ☐ Work Statement Exhibit B, page 14
- ☐ Budget Itemization Exhibit C, page 15
- ☐ Summary of Current and Previous Grants Awards Exhibit D, page 16
- ☐ Approved Resolution(s) (Sample Resolution)..... Exhibit E, page 17
- ☐ Permits and Licenses (If none required, so indicate)
- ☐ Demonstration of Recycling Program
- ☐ Application stapled in upper left-hand corner

Submit **one original and three copies** by 4:00 p.m., Friday, January 14, 2000 to:

California Integrated Waste Management Board
Financial Assistance Branch
Grants Administration Unit - MS 14
8800 Cal Center Drive
Sacramento, CA 95826

Attention: Mercy Caputi

NOTE: Postmarks, e-mails, faxes, and late deliveries will **not** be accepted.

See Page 11 for CIWMB Location Map

TIRE RECYCLING GRANT PROGRAM FY 1999-2000

I. PROGRAM DESCRIPTION

The California Tire Recycling Act (Act) [Public Resources Code, Division 30, Part 2, Chapter 17] authorizes the California Integrated Waste Management Board (CIWMB), to award grants to local agencies for the purpose of diverting tires from landfill disposal by promoting markets of recycled-content products. The Act is funded by a \$0.25/tire fee collected on new tire retail sales. **If you have questions or need additional information, contact the Tire Recycling Grant Hotline at (916) 255-2577.**

The CIWMB has allocated \$400,000 for Local Government Public Education and Amnesty Day grants during fiscal year 1999-2000. Eligible applicants may request up to \$20,000. All applicants are required to provide minimum matching funds equaling 50% of the total project cost. The Board reserves the right to fund individual phases of selected proposals, and may therefore fund an amount less than \$20,000. The CIWMB will award grants on a **competitive** basis using the criteria outlined on pages 4-7.

APPLICANT ELIGIBILITY

Tire Recycling Grants are available to California cities, counties, special districts, joint powers agencies or political subdivision thereof. Jurisdictions and their subdivisions may submit one application only. Applicants are required to demonstrate the implementation of a recycling program prior to July 1999 for at least three (3) materials.

ELIGIBLE PROJECTS

Grant funds are available for local governments to develop education programs on the requirements for proper tire disposal and on ways to properly care for tires. The education may be in the form of brochures or other print or electronic means of sharing waste-tire information. The education program may also include information on recycled-content waste tire products, and health and safety and environmental issues of waste tires. The program also includes Amnesty event(s) aimed at the consumer to deal with nuisance tires and small tire pile clean-ups. Applicants are encouraged to enter into partnerships with local businesses, Local Conservation Corps, or other entities to maximize the scope of the program.

INELIGIBLE PROJECTS

Tire businesses and drop-off of more than four (4) waste tires at any one time by a private citizen.

MATCHING FUND REQUIREMENT

All applicants are required to provide minimum matching funds equaling 50% of the total eligible project costs. Eligible costs are those reasonable and necessary direct costs associated with administering amnesty day(s) or educating the public. All matching funds are calculated based upon the total project cost (i.e., the sum of the grant request and matching funds), not just the grant request.

AUDIT REQUIREMENTS

All grants are subject to a desk or field audit. Accordingly, the applicant is responsible for maintaining source documents substantiating the expenditures claimed and must make them available at the time of the audit. These include all records relating to the implemented program: expenditure ledger, payroll register entries, time sheets, paid warrants, resolution setting fringe benefit rate, contracts, change orders, invoices, and cancelled checks. Records must be maintained for a period of three years from the date of final payment by the CIWMB.

PROGRAM MILESTONES

November 12, 1999	Question-and-Answer Period--Questions Due
January 14, 2000, 4 PM	Grant application due date and time
April 2000	CIWMB considers/approves awards
May 2000	Staff prepares Grant Agreements
June 2000	Grant Agreements executed
July 2000	Grant recipients implement programs
April 1, 2002	Project completion - final report and payment request due

Please note that this is a tentative schedule and subject to change.

APPLICATION COPIES

For additional copies of the application package, you may duplicate the application as needed, or you may contact the Tire Recycling Grant Hotline at (916) 255-2577. The application may also be downloaded from the CIWMB web site: <http://www.ciwmb.ca.gov/Tires/Grants/>

II. APPLICATION PROCESS

The application process consists of submitting a Tire Grant Application as described in Section III, *Application Instructions*, and includes submission of a project description, completion of the forms attached as Exhibits A–E, demonstration of a recycling program, and submission of the appropriate resolutions or authorizing documents.

APPLICATION DEADLINE

Complete applications must be received by **4:00 p.m. on Friday, January 14, 2000**. Postmarks, faxes, e-mails and late deliveries will not be accepted. Late applications and missing or corrected information received after the deadline will be returned to the applicant and will not be considered. It

is the applicant's responsibility to ensure that the CIWMB receives the application with all required information on time.

APPLICATION REVIEW

After the close of the application period, panels composed of CIWMB staff will review and score the grant applications. Proposals will be evaluated based on the criteria described under Section III, *Application Instructions*. Based on the resulting scores, staff will rank the proposals and develop funding recommendations for the CIWMB's consideration during its monthly business meeting in April 2000 (tentative). All applicants will be notified of staff's recommendations by mail. Applicants selected for grant funding will receive instructions to initiate the grant agreement process.

In the event the CIWMB awards only a portion of an applicant's grant request, CIWMB staff will incorporate any additional conditions or changes in the final grant agreement. Any such changes will be made in consultation with the applicant.

GRANT SCORING CRITERIA

Applications will be evaluated by the General Review Criteria adopted by the CIWMB for all grant programs and by the Preference Criteria adopted by the CIWMB for these tire grants. A minimum score of 55 of 85 total points is required for funding consideration.

QUESTIONS AND ANSWERS

Questions about the Local Government Waste Tire Public Education & Amnesty Grants for Fiscal Year 1999-2000 may be submitted by November 12, 1999, in writing or by e-mail to Charlotte Sabeh (csabeh@ciwmb.ca.gov). CIWMB staff will use the questions submitted to develop a question-and-answer sheet that will be distributed late November 1999.

III. APPLICATION INSTRUCTIONS

Given the competitive nature of the Tire Recycling Grant Program, satisfactory completion of this section will be critical to the application's overall evaluation. Grant applicants must submit the following information for proposed projects to be implemented beginning July 2000. All application materials will become the property of the CIWMB. A Tire Recycling Grant application **must include all the following documents in the listed order:**

	An <u>original and three copies</u> of the entire application package;
	Table of Contents;
	Information in the order listed below (A through H);
	All pages numbered consecutively, including attachments;
	Double sided on 8 1/2 X 11" recycled paper; and
	Stapled in the upper left-hand corner.

A. APPLICATION COVER SHEET (Exhibit A, CIWMB 211)

The following instructions apply to the information requested on the *Application Cover Sheet*. **The Cover Sheet information is required; however, this information is not considered part of Sections B through H for review and scoring purposes.**

	Applicant information - List applicant, address, primary contact, telephone and fax numbers.
	Legislative Districts - List of State Legislative District (numbers) encompassed by the project.
	Applicant Type - Circle applicant type.
	Funding Information - Specify the grant funds requested from the CIWMB, the amount of matching funds committed to the project, and the total project cost.
	Project Summary - Briefly describe the highlights of the proposed project in the space provided.
	Applicant's Certification - By signing, the applicant is certifying that all application materials and supplemental information submitted are true and correct. The person signing this application must be the individual given signature authority in the resolution or authorizing document.

B. PROJECT DESCRIPTION

Provide a narrative description of the proposed project. The narrative must clearly and concisely describe and justify each task presented in the proposal. The narrative should address the **Project Summary** as well as the nine scoring criteria. We have included an explanation for each criterion that should help you develop your proposal. Criteria 1 through 6 comprise the General Review Criteria. Criteria 7 through 9 comprise the Grant Preference Criteria for this grant program. **The applicant is responsible for supplying sufficiently detailed information for the review panel(s) to fully evaluate the proposal.**

Attachments to support the proposal narrative include the Work Statement Form (Exhibit B), the Budget Itemization (Exhibit C), and the Summary of Current and Previous Grant Awards (Exhibit D). Provide attachments and any supporting documentation with the appropriate section(s) as outlined below.

INTRODUCTION: PROJECT SUMMARY

What is the problem you are addressing? Briefly describe your project in one or two paragraphs.

GENERAL REVIEW CRITERIA

1. **NEED** (20 pts.) -- Grant proposal clearly describes and demonstrates the local or statewide need for the project and the benefits and end products resulting from the project. For example, the proposal:
 - Provides convincing reasons why the project should be funded;
 - Addresses identified gap in service availability; current unmet need;
 - Describes and documents the problem;
 - Supports the existence of the problem with surveys, studies;

- Adequately describes any health and safety threats or environmental concerns

2. **OBJECTIVES** (10 pts.) -- Work statement and grant narrative are sufficiently detailed to determine that the project:

- Is based on the identified need described in the narrative;
- Describes specific and measurable goals and objectives; and
- Demonstrates that objectives can be achieved within indicated time frame.

To support the objectives, include, at a minimum, the following:

Operational plan explaining how the project will be conducted.

Public education and awareness efforts that:

- Inform the public about the requirements for proper tire disposal and ways to properly care for tires.
- Discuss other educational information included on recycled-content waste tire products, and health and safety and environmental issues of waste tires.

Estimate the number of consumers that will be reached through the public education efforts.

Amnesty events aimed at the consumer to deal with nuisance tires and small tire pile clean-ups.

- Include information on the organizing, advertising, and coordination of amnesty day events.
- Estimate the number of waste tires (passenger tire equivalents [pte] is 20 pounds per tire) that will be collected.
- Provide assurance that all tires collected will be legally stored, transported, and/or recycled (e.g., copy of waste tire hauler's current registration, destination site permit).

3. **METHODOLOGY** (10 pts.) -- Grant proposal describes by task the activities to be undertaken to achieve the objectives. For example, the proposal

- Describes why the proposed activities are the best way to address the identified need;
- Describes in detail how the objectives will be met with available time and resources;
- Identifies staffing required to carry out the proposed project;
- Describes involvement of cooperating organizations;
- Presents a specific plan for future funding.

To support the methodology, include, at a minimum, the following:

Describe any cooperative efforts regarding implementation of the project with other agencies, private entities or non-profit organizations. Letters of support can be submitted demonstrating the applicant's cooperative efforts.

Provide a *Statement of Qualifications* of management personnel for the project, detailing their qualifications and experience. This element should demonstrate that the applicant has the required experience or knowledge.

4. **EVALUATION** (10 pts.) -- Grant proposal describes a method to evaluate the success of the project and determine whether objectives were accomplished. For example, the proposal:
 - Includes both process and outcome evaluation;
 - Describes a method for evaluating and modifying methods during project implementation;
 - States who will be responsible for the evaluation;
 - Explains any statistical tests or questionnaires to be used;
 - Describes any evaluation reports to be produced.
5. **BUDGET** (10 pts.) -- Grant proposal demonstrates that the project is cost effective in relation to the location, source, quality, and quantity of targeted wastes. For example:
 - Budget itemization is sufficiently detailed to determine that proposed expenses are reasonable;
 - Quotes, estimates, or other documentation to support the costs claimed are provided;
 - All program tasks described in the Work Statement and narrative are itemized in the budget;
 - Cost savings are described, e.g., use of volunteer labor, in-kind services, recycling options, use of existing promotional materials, etc.;
 - Budget items for miscellaneous, contingency or managerial costs are clearly described and kept to a minimum.
6. **COMPLETENESS, LETTERS OF SUPPORT, EXPERIENCE, ETC.** (10 pts.) -- Grant proposal is clearly presented and complete as required in the application instructions including adherence to all specified deadlines. Includes evidence that the applicant or its contractor(s) have sufficient staff resources, technical expertise, and experience successfully managing grant programs to carry out the proposed project. For example, proposal:
 - Includes letters of support for the project;
 - Addresses ability of the applicant to coordinate contracted activities, if applicable;
 - Includes resumes, endorsements, references, etc.
 - Describes past grants received from CIWMB and relationship to current proposal.

PREFERENCE CRITERIA (5 points each)

Specific to the Tire Recycling Grant Program, applications are eligible for the following preference criteria points.

7. **RECYCLING PROGRAM.** The degree to which a recycling program has been developed and implemented by the local government or its subdivisions. The degree to which the program mitigates or avoids adverse environmental effects.
8. **COST PER TIRE.** The estimated cost per tire in the recycling, processing or conversion activities is reasonable.
9. **EVIDENCE OF A GREEN PROCUREMENT POLICY.** The policy should require the local agency to use recycled content products, recyclable or reusable products, or other waste reduction measures where appropriate and feasible.

C. WORK STATEMENT (Exhibit B)

The Work Statement must list all tasks described in the narrative that are necessary to complete the proposed project. Each item in the Work Statement is detailed below:

Task Description - the activities conducted within a project. Each major Task Category should be listed and broken into subtasks. For example, if the proposed project involves the major task "Hiring a Contractor," the Work Statement might list the following subtasks: 1) preparation of a request for proposal or bid, 2) in-house review process, 3) proposal/bid sent to businesses, 4) preparation of contract, and 5) announce award of contract.

Budget - the funds necessary to complete the major tasks, subtasks, and the source of the funds.

Product or Results - the finished product, milestone, or goal of the task.

Staff or Contractor - the person who will be responsible for implementing the task.

Time Period - the projected begin and end date period required to implement each task.

The work statement form attached to this document as Exhibit B may be adapted to each applicant's computer software, or reproduced as necessary.

D. BUDGET ITEMIZATION (Exhibit C)

Provide a thorough itemization of funds requested (Exhibit C). Applicants are encouraged to indicate what items of the grant request should have funding priority if only a portion of the grant request can be funded. All items described in the narrative project description and work statement must be itemized for each task.

Clearly itemize all expenses to demonstrate that the budget is realistic for the work proposed and the project will be conducted in the most cost-effective manner. **Only reasonable costs that will be incurred during the grant agreement term are eligible for grant funding. Applicants should carefully check the accuracy of all budget itemization totals.**

Following are brief descriptions for the information needed to complete the budget itemization:

Personnel Services - Includes salaries, wages, and benefits for personnel who are employed by the grantee and will work directly on the project.

Materials/Supplies - This category also encompasses the education, public awareness, and advertising activities, and includes items such as printed materials and advertising costs.

Equipment - Enter the total dollar amount to be expended on equipment and itemize the quantity and purchase price. Provide estimates whenever possible.

Services/Contracts - Includes contracts with transportation and recycling businesses, construction and engineering services, etc.

Other costs - Costs not included in the above categories and not listed as ineligible below.

If the project has more than three (3) tasks, please reproduce the form and fill in the appropriate task numbers.

Ineligible Costs

Any costs not directly related to the implementation of the waste tire public education and amnesty day programs are ineligible for grant funding. These include but are not limited to the following costs:

Overhead expenses such as costs for rental/lease of space, utilities, office supplies and other miscellaneous costs incurred in operating a project.

Costs for obtaining necessary permits and licenses.

Costs of patent searches and obtaining patents.

Any personnel costs not directly related to salaries and benefits.

E. SUMMARY OF CURRENT AND PREVIOUS GRANT AWARDS (Exhibit D)

Please provide the information requested in Exhibit D. If numerous grants have previously been received, list grants awarded for the past 5-year period.

Type of Grant - List current and previous CIWMB tire grants and grants from other funding sources (federal, state) your business or jurisdiction has received. If your business/jurisdiction has never received a grant, enter "none". If a regional program, list all participating jurisdictions.

Source of Grant - List the full name of the awarding agency.

Agreement Number - List the agreement number of your current and previous grants.

Grant Award \$ - List the dollar amount your program was awarded. Do not list what you requested.

Brief Program Description - Give a 1-2-sentence summary of each grant program(s).

Audit - Has this grant ever been audited by the CIWMB or other funding agencies? If yes, give the date and auditing agency.

F. APPROVED RESOLUTION

The grant application package must include an approved resolution from the applicant's governing body authorizing submittal of an application for the Tire Recycling Grant identifying the title of the individual authorized to execute any agreements, contracts, and requests for payment (see sample resolution, Exhibit E). **If the resolution will follow the application, it must be so noted with an estimated date of submittal. Resolutions must be received prior to the Board Meeting at which the grant awards will be considered.** Grant applications without resolutions will not be forwarded for award consideration.

Cooperative Projects - In addition to the resolution for the lead applicant as described above, applications for collaborative projects must also include one of the following:

Letter - a letter from the County Administrator/City Manager from each of the participating jurisdictions stating that the jurisdiction wants to participate in the regional program and authorizing the lead applicant to act on their behalf as both applicant and grant administrator;

Resolution - a resolution from each of the other participating businesses or jurisdictions authorizing the lead applicant to act on their behalf as both applicant and grant administrator;

JPA Agreement - a copy of a Joint Powers Authority (JPA) agreement and a letter from each jurisdiction's city manager/county administrator authorizing the JPA to act on behalf of the jurisdiction as both applicant and grant administrator; or

MOU - a copy of a Memorandum of Understanding (MOU) specifically for this grant proposal from each jurisdiction authorizing the lead applicant to act on behalf of the jurisdiction both as applicant and grant administrator.

Please select the authorized representative carefully because this will be the only person whose signature will be accepted by the CIWMB on the contract and payment requests.

G. PERMITS AND LICENSES

All permits and licenses that will be required by any and all federal, state, and local jurisdictions or regulators must be obtained prior to submitting the grant application. A copy of the finalized permit(s) and/or license shall be submitted with the application. *If it is discovered after the application is received that any required permit was not obtained, the application will be ineligible for a grant. If already awarded, the grant will be terminated and any funds disbursed will be reimbursed to the CIWMB.*

H. RECYCLING PROGRAM

Demonstrate the implementation of a recycling program prior to July 1999, for at least three (3) of the following materials: paper, plastic, glass, old corrugated cardboard, aluminum, ferrous metals, newspaper, tires, used oil, and greenwaste. Satisfaction of this requirement could include verification of a city or county curbside or drop-off recycling program.

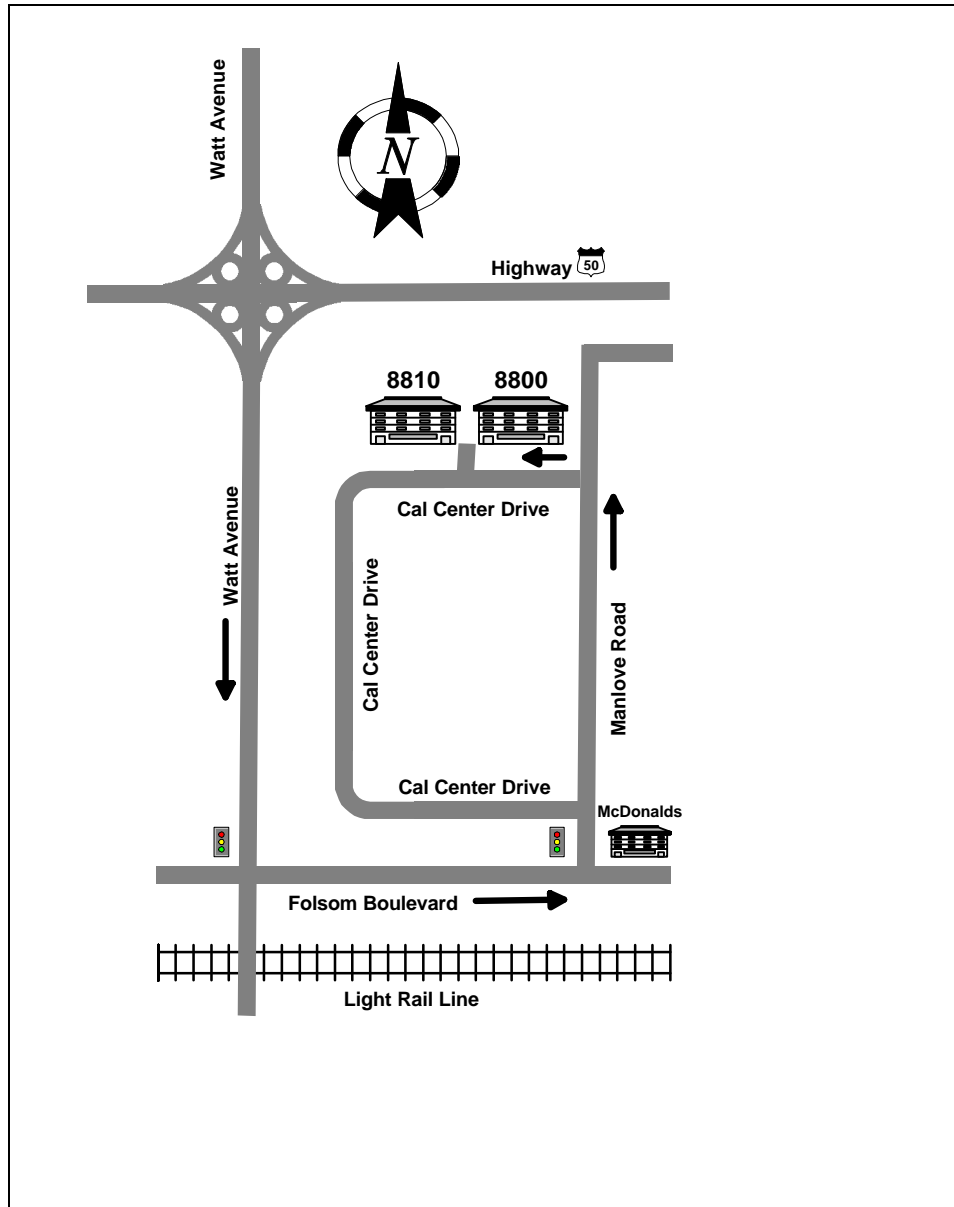
IV. APPLICATION SUBMITTAL

Applicants must submit an **original and three copies** of the application to the address below by **4:00 p.m., Friday, January 14, 2000**. Applications received after this date and time (regardless of whether it was hand delivered, sent by overnight mail or regular mail) will be returned to the applicant and will not be considered for grant funding. **Postmarks, e-mails, fax, and late deliveries will not be accepted**. It is the applicant's responsibility to ensure that the application is received on time at the CIWMB. Please submit application to:

California Integrated Waste Management Board
Financial Assistance Branch
Grants Administration Unit - MS 14
8800 Cal Center Drive
Sacramento, CA 95826

Attention: Mercy Caputi

CIWMB LOCATION MAP



V. EXHIBITS

<u>Exhibit</u>	<u>Page</u>
Grant Application—Exhibits A-D	
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Exhibit D - Summary of Current and Previous Grant Awards.....	14
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Do Not Submit Sample Documents	
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STATE OF CALIFORNIA
CIWMB Form 211 (revised 1/96)

California Tire Recycling Grant Program
Grant Application

APPLICANT INFORMATION		
Applicant		
Mailing Address		
City	County	Zip Code
Primary Contact/Title		
Telephone Number	Fax Number	
Legislative District Numbers: Assembly:		Senate:
Federal Tax Identification Number		
Applicant Type:(circle one)	Funding Information:	
City	Grant Funds Requested	\$
County	Matching Funds (50% of Total Project Cost)	\$
School District	Total Project Cost	\$
Other _____		

Project Summary (A concise summary: Who; What; When; Where; How, and; Why)

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Certification: I declare, under penalty of perjury, that all information submitted for the CIWMB's consideration for allocation of grant funds is true and accurate to the best of my knowledge and belief.

Applicant - Authorized Signature	Date
Type or print name and title	

TIRE RECYCLING GRANT PROGRAM
Work Statement

Grant Applicant: _____ Project

Title: _____

Task #	Task Description	Budget		Product or Results	Staff/Contractor	Time Period
		Grant	Match			

TIRE RECYCLING GRANT PROGRAM
Budget Itemization

Task #	Category	Expenditure Details	Grant Funds	Match Funds	Total Funds
	personnel (# people/rate)	(/) (/)	\$	\$	\$
	personnel (# people/rate)	(/) (/)	\$	\$	\$
	materials		\$	\$	\$
	equipment		\$	\$	\$
	services/contracts		\$	\$	\$
	other costs		\$	\$	\$
	TOTAL		\$	\$	\$
	personnel (# people/rate)	(/) (/)	\$	\$	\$
	personnel (# people/rate)	(/) (/)	\$	\$	\$
	materials		\$	\$	\$
	equipment		\$	\$	\$
	services/contracts		\$	\$	\$
	other costs		\$	\$	\$
	TOTAL		\$	\$	\$
	personnel (# people/rate)	(/) (/)	\$	\$	\$
	personnel (# people/rate)	(/) (/)	\$	\$	\$
	materials		\$	\$	\$
	equipment		\$	\$	\$
	services/contracts		\$	\$	\$
	other costs		\$	\$	\$
	TOTAL		\$	\$	\$
TOTAL GRANT FUNDS			\$		
TOTAL MATCH FUNDS				\$	
TOTAL PROJECT FUNDS					\$

TIRE RECYCLING GRANT PROGRAM
Summary of Current and Previous Grant Awards

Type of Grant	Source of Grant	Agreement Number	Grant Award \$	Brief Program Description (1-2 Sentences)	Audit? (date/agency)

TIRE RECYCLING GRANT PROGRAM

Sample Resolution

WHEREAS, the people of the State of California have enacted Assembly Bill 1843 (W. Brown, Chapter 974, Statutes of 1989) that provides grants to local governments, businesses and non-profit organizations for the purpose of diverting tires from landfill disposal by fostering new business enterprises and encouraging cooperative local government programs; and

WHEREAS, the California Integrated Waste Management Board has been delegated the responsibility for the administration of the program within the state, setting up necessary procedures governing application by local agencies, businesses and non-profit organizations under the program; and

WHEREAS, said procedures established by the California Integrated Waste Management Board require the applicant to certify by resolution approval of the application before submission of said application to the state; and

WHEREAS, the applicant will enter into an agreement with the State of California for development of the project;

*NOW, THEREFORE, BE IT RESOLVED that the _____ (*Title of Governing Body*) authorizes the submittal of an application to the California Integrated Waste Management Board for a 98/99 Tire Recycling Grant. The _____ (*Title of Official*) of the _____ (*Name of Business or Jurisdiction*) is hereby authorized and empowered to execute in the name of the _____ (*Name of Business or Jurisdiction*) all necessary applications, contracts, agreements, amendments and payment requests hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

The foregoing resolution was passed by the _____ (*Title of Governing Body*) this _____ day of _____, 19____. Effective _____, 19____.

ATTEST:

Signed: _____ Date: _____
(Name and Title of Official Authorized to Sign)

* The wording in this paragraph is appropriate for a jurisdiction applying individually. See below for alternative wording for regional program resolutions.

Lead Applicant for a Cooperative Project: NOW, THEREFORE, BE IT RESOLVED that the _____ City Council authorizes the submittal of a regional application on behalf of Cities of _____, _____, _____, _____ and _____ to the California Integrated Waste Management Board for a Tire Recycling Grant. The Public Works Director of the City of _____, or their designee, is hereby authorized and empowered to execute in the name of the above named cities all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

Cooperative Project Participants: NOW, THEREFORE, BE IT RESOLVED that the City of _____ authorizes the City of _____ to submit to the California Integrated Waste Management Board a regional application for the Tire Recycling Grant on its behalf. The City of _____ is hereby authorized and empowered to execute all necessary applications, contracts, payment requests, agreements and amendments hereto for the purposes of securing grant funds and to implement and carry out the purposes specified in the grant application.

SAMPLE ONLY

Exhibit F

STATE OF CALIFORNIA - ENVIRONMENTAL PROTECTION AGENCY

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

GRANT AGREEMENT

CIWMB110 (NEW 10/96)

		GRANT NUMBER
NAME OF GRANT PROGRAM		
GRANT RECIPIENT'S NAME		
TAXPAYER'S FEDERAL EMPLOYER IDENTIFICATION NUMBER		TOTAL GRANT AMOUNT NOT TO EXCEED
TERM OF GRANT AGREEMENT		
FROM:		TO:

THIS AGREEMENT is made and entered into on this _____ day of _____, 19____, by the State of California, acting through the Executive Director of the California Integrated Waste Management Board (the "State") and _____ (the "Grantee"). The State and the Grantee, in mutual consideration of the promises made herein, agree as follows:

The Grantee agrees to perform the work described in the Work Statement attached hereto as Section 4 according to the Budget attached hereto as Section 5.

The Grantee further agrees to abide by the provisions of the following exhibits attached hereto:

Section 1 - Terms and Conditions

Section 2 - Administrative Procedures and Requirements

Section 3- Project Completion Schedule

Sections 1-5, attached hereto, and the Board approved grant application, are incorporated by reference herein and made a part hereof.

The State agrees to fund work done by the Grantee in accordance with this Agreement up to the Total Grant Amount Not to Exceed specified herein.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the dates entered below.

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD		GRANTEE'S NAME (PRINT OR TYPE)	
SIGNATURE		GRANTEE'S SIGNATURE	
Ralph E. Chandler, Executive Director	DATE	TITLE (Authorized representative)	DATE
		GRANTEE'S ADDRESS (INCLUDE STREET, CITY, STATE AND ZIP CODE)	
CERTIFICATION OF FUNDING			
AMOUNT ENCUMBERED BY THIS AGREEMENT	PROGRAM/CATEGORY (CODE AND TITLE)		FUND TITLE
	(OPTIONAL USE)		
PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT	ITEM	CHAPTER	STATUTE
			FISCAL YEAR
TOTAL AMOUNT ENCUMBERED TO DATE	OBJECT OF EXPENDITURE (CODE AND TITLE)		
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER		DATE	

STATE OF CALIFORNIA
GRANT PAYMENT REQUEST
 CIWMB 87 (rev. 12/95)

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

SEE INSTRUCTIONS ON BACK

1. GRANTEE'S NAME (AS APPEARS ON GRANT AGREEMENT) <input type="checkbox"/> REIMBURSEMENT <input type="checkbox"/> ADVANCE <input type="checkbox"/> FINAL	2. GRANTEE'S INVOICE NUMBER	3. GRANT NUMBER ASSIGNED BY CIWMB
4. TYPE OF PAYMENT (Attach itemization and documentation) \$	5. PAYMENT REQUEST NUMBER	6. AMOUNT REQUESTED
7. SEND WARRANT TO: AGENCY / BUSINESS NAME		
AGENCY / BUSINESS CONTACT		
AGENCY / BUSINESS MAILING ADDRESS (INCLUDE STREET, CITY, STATE, ZIP CODE)		

CERTIFICATION

8. I certify that the above information is correct and that all funds received have been or will be expended in accordance with the approved agreement for California Integrated Waste Management Board grant funding.

NAME OF PERSON SIGNING AND TITLE (TYPE OR PRINT)

TO BE COMPLETED BY CIWMB STAFF ONLY

9. AMOUNT OF PAYMENT REQUESTED	\$
10. LESS WITHHOLD (IF APPLICABLE AND AUTHORIZED IN GRANT AGREEMENT)	\$
11. OTHER	\$
	\$
	\$
12. AMOUNT AUTHORIZED FOR PAYMENT	\$
13. COMMENTS	14. DATE RECEIVED
15. CIWMB PROJECT MANAGER APPROVAL —	DATE APPROVED

INSTRUCTIONS FOR COMPLETING FORM

1. **GRANTEE'S NAME:** Agency or business name as it appears on the grant agreement.
2. **GRANTEE'S INVOICE NUMBER:** Number assigned to payment request form by the Grantee (optional).
3. **GRANT NUMBER ASSIGNED BY CIWMB:** Grant contract number assigned by the CIWMB as it appears on the top right hand corner of the grant agreement.
4. **TYPE OF PAYMENT:** Check "reimbursement" if this is a regular payment request; check "advance" only if advance payment request is accompanied by a letter justifying the request (the advance payment request must be approved by the CIWMB Program Manager); check "final" when all tasks have been completed.
5. **PAYMENT REQUEST NUMBER:** Begin with the number 1 on your first request for funds and number all subsequent requests consecutively.
6. **AMOUNT REQUESTED:** Amount that is being requested for payment.
7. **SEND WARRANT TO:** Agency or business name as it appears on the grant agreement. Subsequent lines are for the contact person's name and mailing address.
8. **CERTIFICATION:** Signature of the person authorized in the Resolution/Letter of Authorization included with the Grantee's application. Please also type or print this person's name, title and date of signature.

Please mail this form with supporting documents (if applicable) to:

**California Integrated Waste Management Board
Attention: (CIWMB Program Manager)
8800 Cal Center Drive
Sacramento CA 95826**

The following items will be completed by CIWMB staff:

AMOUNT OF PAYMENT REQUESTED: Amount of this payment request.

LESS WITHHOLD: Withhold amount authorized in the grant agreement. The CIWMB Project Manager will calculate any withhold based on the amount of the payment.

OTHER: Miscellaneous additions or deductions as determined by the CIWMB Project Manager.

AMOUNT AUTHORIZED FOR PAYMENT: Amount authorized by the CIWMB Project Manager for reimbursement on this payment request.

COMMENTS: CIWMB Project Manager's explanation of the miscellaneous additions or deductions of this payment request, as well as other comments related to this payment request.

DATE RECEIVED: Date payment request received by the CIWMB.

CIWMB PROJECT MANAGER APPROVAL: Signature and date of the CIWMB Project Manager's approval of this payment request.

CIWMB GRANT PROGRAM MANAGER APPROVAL: Signature and date of the CIWMB Grant Program Manager's approval of this payment request.